

CITY OF BURBANK

TRANSPORTATION MANAGEMENT CENTER MANAGER

DEFINITION

Under general direction, to manage the Transportation Management Center (TMC), monitor and operate the traffic signals, parking and traveler information, and intelligent transportation systems for the City of Burbank; and perform related work as required.

ESSENTIAL FUNCTIONS

Plans and directs all operations associated with the TMC including the configuration and testing of twisted pair and fiber optic cabling, and fiber optic communication devices; oversees the integration and configuration of traffic signals, parking and traveler information, and intelligent transportation systems; coordinates with other agencies to optimize traffic operations; coordinates traffic signal controller testing, signal timing, and the inspection of the traffic control system; prepares specifications; orders materials, supplies, and electronic equipment for the TMC; conducts signal operation reviews and makes recommendations to optimize traffic operations and safety; reviews and makes recommendations for the development and implementation of traffic signal timing plans; drafts operational procedures and makes recommendations on the operation of traffic signals, parking and traveler information, and intelligent transportation systems; provides support, including technical assistance to the Traffic Engineering section with updates and/or the modification of traffic signal operations; monitors traffic signals requiring maintenance and repair; prepares and maintains accurate reports and records, both manually and electronically; assists in the emergency repairs of traffic signal systems; oversees all contract work performed concerning the TMC; designs and develops special operations and control mechanisms for traffic signal control; uses independent judgment; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, transfers, and disciplinary action as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – traffic operation principles, methods, practices, and techniques; traffic signal timing practices and principles; fundamentals of electricity and electronics as related to traffic signal, parking and traveler information, and intelligent transportation systems; spelling, grammar, and punctuation; principles and practices of sound personnel management and supervision.
- Skill in – developing and implementing traffic signal timing and coordination plans; management of communications networks and systems; creating electronic databases; drafting diagrams of complex traffic operations; utilizing devices, tools, and equipment for electrical and mechanical work; discerning potentially dangerous situations; operating modern computers and related software; making independent judgment and decisions based on standard policy and procedures; personnel management and supervision.
- Ability to – plan, prepare, and execute work assignments; apply best practices for construction and operation of traffic signals and intelligent transportation systems; maintain computerized record system; interpret complex drawings, specifications, and contractual agreements; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, contractors, the public, and outside agencies; follow procedures and safety policies.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor of Science Degree in Electrical Engineering or related field and four years of experience working in the design, operation, or maintenance of traffic signals, and two years of supervisory experience; or Transportation Professional Certification Board Professional Traffic Operations Engineer (PTOE) certification and four years of experience working in the design, operation, or maintenance of traffic signals, and two years of supervisory experience; or International Municipal Signal Association (IMSA) Traffic Signal Technician Level II certification and five years of experience in the design, operation, or maintenance of traffic signals, and two years of supervisory experience; or two years of experience working as a Traffic Signal Operations Specialist or Intelligent Transportation Systems Specialist in the City of Burbank or equivalent, and two years of supervisory experience.

Special Conditions & Requirements: The ability to move objects weighing up to 30 pounds, exert moderate physical effort, bend in all directions, climb stairs and ladders, walk on uneven surfaces, make field observations, and remain in a stationary position for extended periods of time. COLOR VISION: Keen Color Vision.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: IMSA Traffic Signal Technician Level III certification.